

**DEPARTMENT OF THE ARMY  
3747<sup>TH</sup> TRAINING BRIGADE  
GENERAL STUDIES BATTALION  
UNIT 28130  
APO AE 09114**

**AEUR-FS-GS (351)**

**08 September 2004**

**MEMORANDUM FOR Attendees of the 92Y Reclassification Course**

**SUBJECT: Student Guide 92Y Phase I**

**Welcome.** On behalf of the staff and faculty of the 3747<sup>th</sup> Training Brigade, welcome to the Supply Specialist 92Y Reclassification Course.

**Purpose.** The purpose of this memorandum is to provide you with the necessary information to make your arrival and duty at the 3747<sup>th</sup> Training Brigade, in Grafenwoehr, Germany a pleasant and hassle-free experience. For final verification of attendance, please contact your full-time representative at your unit upon receiving this memorandum.

**1. Course Information.**

**A. Dates / Times:**

- 1. Report In:** Between 13:00 and no later than 16:00, (*see date in welcome e-mail*), to the reception desk in Building #501. Refer to the strip map of the Grafenwoehr Training Area at enclosure 1 and the directions to the Grafenwoehr Training Area in enclosure 2. Be on time for in-processing and plan ahead for traffic jams on the German highways.

**NOTE:** If you arrive on Friday, (the day prior to the reporting date) report to bldg. #501 in Grafenwoehr between 18:00 – 20:00 for billeting assignment.

- 2. In-processing :** 13:00-16:00, (*see date in welcome e-mail*).

**2. Course Dates:**

- a. In-processing:** - (*see date in welcome e-mail*)
- b. Class Start:** - (*see date in welcome e-mail*)
- c. Class End:** - (*see date in welcome e-mail*)

- B. Uniform:** During your entire stay, you will comply with AR 670-1, The Wear and Appearance of Army Uniform and Insignia. Read AR 670-1. Ensure the required patches and grade insignia are always present on your individual uniforms. Also, pay particular

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attention to Chapter 1 of AR 670-1. It outlines personal appearance standards pertaining to

hairstyles, fingernail standards, uniform fit and appearance, and the wearing of jewelry and eyeglasses. The 3747<sup>th</sup> Training Brigade (Prov) adheres strictly to the regulation.

1. Report wearing the Improved Physical Fitness Uniform (IPFU). Ensure you have white socks with no logos.
2. During training, the Battle Dress Uniform (BDU) is the duty uniform. In addition to presenting a good military appearance and being prepared, we recommend that you bring the uniforms and equipment listed in enclosure 4. Weather in Grafenwoehr can quickly change. Be prepared for inclement weather.

**C. Course Structure :** The 92Y Phase I course consists of **126.5 academic hours**. There will be no breaks in training, including weekends, therefore, do not bring family members with you.

**D. Inprocessing.**

1. You will report wearing the IPFU. You will present the required paperwork and documentation to the soldier at the reception desk. At that time, your records will be reviewed for accuracy and completeness. You will then be assigned a room, issued the required materials, and given time to get set up.
2. If you are not in total compliance with AR 351-1, or AR 600-9, you will not be enrolled. In accordance with AR 600-9 and AR 350-41, we will notify the first General Officer in your chain of command in writing of the reason(s) for non-enrollment.
3. You must meet the Army's height and weight standards. As part of your in-processing, your height and weight will be measured. Should you exceed the height/weight standard for your age as outlined in AR 600-9, you will be taped. Should your taping reveal that you exceed the maximum allowable body fat percentage for your age group, you will not be allowed to enroll in the course in accordance with AR 351-1, and AR 135-200.
4. If you do not have the required documentation or meet the requirements of the course, you will not be enrolled.
5. You must have a completed Pre-Execution Checklist (Enclosure 6), **signed by your Commander**. No other person is authorized to sign this document.

**E. How to Get Here.** See enclosures 1, 2 and 3.

**2. Student Enrollment Qualifications and Requirements.** Enrollment is open to all soldiers who require an entry level qualification or reclassification based on present or projected duty in MOS 92Y and meet the required prerequisites. Enlisted personnel having a troop-program unit assignment will be attached to the 3747th for training purposes only. Individual Ready Reserve (IRR) members and enlisted Army National Guard (ARNG) members are also enrolled in an attached status, with the approval of Commander, U.S. Army Reserve Personnel Center (USARPERCEN), or State Adjutant General, respectively.

**A. All students must meet the requirements of DA PAM 611-21, which include:**

1. a physical profile of **222222**.
2. a qualifying score in aptitude area **CL of 92**.
3. **normal color vision**.
4. physical demands rating of **heavy**.
5. no documented instances in the last **5 years** of conduct which reflects adversely on the character, honesty, or integrity of the soldier.

B. Be physically qualified or possess a waiver according to AR 40-501.

C. Meet the physical standards of AR600-9.

D. Be assigned or pending assignment to the 92Y MOS and not have been awarded the MOS.

E. Have at least one year Ready Reserve obligation remaining after graduation.

**F. Students must have in their possession at in-processing the following documents:**

1. Pre-Execution checklist signed by the Commander.
2. Valid military I.D. card (DD Form 2).
3. 5 copies of orders assigning student to the course.
4. See enclosure 5 for more required documentation.

If any of the required documents are missing or incorrect you will be given 72 hours to make any corrections or produce the required documentation. The checklist will be provided by appropriate unit personnel and will be verified and signed by the unit commander. If there are any questions call the POC listed in this letter.

**3. Logistical Support.**

**A. Billeting.** Generally, you will be required to stay in government billets at no cost to you. You may request an exemption to live in your permanent quarters, if you are a

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Noncommissioned Officer and reside within 50 miles of Grafenwoehr. Billeting is not available for family members. If you must arrive the day prior, you will be required to make your own arrangements to stay in the local guesthouse. The local guesthouse can be reached under the telephone number 475-1700.

**B. Linen** Linen will be provided, however, no pillows are available for issue. Personal linen is also authorized.

**C. Dining Facilities.** The post dining facility provides meals at no cost to you. The dining facility is in Building #101 in Grafenwoehr and located a 1/2 mile from billeting and the classroom. Dining facility hours of operation are shown below.

BREAKFAST	LUNCH	DINNER
0630-0830	1130-1300	1630-1800

**D. Postal Services.**

1. An APO is located within 1.5 miles of billeting and the classroom.
2. Incoming mail and other correspondence should be addressed as follows:

Military:	Civilian:
Rank and Name (92Y10) 3747 <sup>th</sup> Training Brigade Unit 28130 APO AE 09114	Rank and Name (92Y10) 3747 <sup>th</sup> Training Brigade Bldg. 500, Room 109 Grafenwoehr Lager 92655 Grafenwoehr, Germany

**E. Finance.**

1. Finance services are limited, therefore, you must plan for your financial needs and ensure that you have sufficient funds with you. We recommend a minimum of \$50.00. Personal checks may be cashed at the Main Post Exchange. The maximum amount will vary between \$ 150.00 - \$ 250.00. Casual pay will not be available. There are 2 ATM cash machines located near the Grafenwoehr Main PX.
2. If you are a 7<sup>th</sup> ARCOM soldier/student, you will be paid by your unit of assignment.
3. If you are in the IRR or IMA, you will be processed, for pay, by the 3747<sup>th</sup> Training Brigade (Prov) during inprocessing. See enclosure 5, and the last five documents.

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**F. Laundry and Laundry Facilities.** Washing machines and dryers are available in the billets, 24 hours a day for your use at no cost. You must provide your own detergent and supplies. If you want your BDUs cleaned and pressed, service will be available to you at a cost of approximately \$5.00 per set. Two-day service is customary.

**G. PX, Commissary, and Ration Cards.** If you are not authorized U.S. Forces support from your employer and you are a 7<sup>th</sup> ARCOM soldier/student, you must obtain the authorization documents and ration cards from your home unit. If you are an IRR or IMA soldier/student, you will obtain the authorization documents and ration cards from the 3747<sup>th</sup> Training Brigade during in processing.

**H. Emergency Telephone Numbers / Contact Information**

1. DSN: 475-6061.
2. Commercial: 09641-83-6061.
3. From USA: 0049-9641-83-(last-4).
4. Fax (DSN): 475-8029; Commercial: 09641-83-8029.
5. E-mail: steven.rector@us.army.mil

**I. Valuables.** The safekeeping of valuables is a personal responsibility. Do not bring high-value items to Grafenwoehr. The 3747<sup>th</sup> is not responsible for your valuables.

**J. Contraband.** Do not bring any items to Grafenwoehr that would be considered unlawful. Examples of contraband include drugs (other than prescribed by a physician), firearms, knives with blades exceeding 3 ½", etc. **Alcohol is not allowed in the billets or surrounding area**

**K. Sick Call / Medical Emergencies.** Report to your class leader between the hours of 0600 – 0700 with a DD Form 689 (sick slip) filled out completely for sick call. For medical emergencies after duty hours report to Grafenwoehr Dispensary in building 250. The student leader is responsible for informing the Cadre the following day that a situation requiring medical attention occurred after duty hours on the next school day. Sick call hours are from 0700-0800 on Monday, Tuesday, Wednesday and Friday. Thursday sick call will commence at 1300.

**L. Religious Services.** You are authorized to attend Religious Services: However, class will remain in progress throughout your time of your absence. The Cadre has coordinated with the Unit Chaplain at a specific time and location for services. The specifics are shown in the training schedule. The community Chaplain will also be available for personal counseling.

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4. **The point of contact** for this course is SFC Rector, at DSN 475-6061 or commercial 09641-83-6061 or with e-mail at (steven.rector@us.army.mil.)

*<Original Signed>*

BRYAN DION

LTC, AD

Commanding

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1. Map to Grafenwoehr
2. Map of Grafenwoehr
3. Directions to Grafenwoehr Training Area
4. Required Uniforms and Equipment
5. Required In-processing Documentation
6. Pre-enrollment Checklist
7. Training Schedule